

441—58.6 (29C) Eligibility determination and payment.

58.6(1) The county emergency management coordinator or designee shall:

a. Confirm that:

- (1) The address provided on the application is a valid address and is reasonably believed to be in the disaster-affected area, and
- (2) Disaster-related expenses were possible as a result of the current disaster.

b. If receipts are included, submit the household's application form and receipts to the Homeland Security and Emergency Management Division, Camp Dodge, Building W-4, 7105 NW 70th Avenue, Johnston, Iowa 50131. The envelope shall be marked "IIAGP application."

c. If the applicant requests to participate in the voucher system, forward the application to the local administrative entity for the county.

58.6(2) For applications with receipts:

a. The homeland security and emergency management division of the department of public defense shall:

(1) Review the application.

(2) Submit the household's application form and receipts to the DHS Office of the Deputy Director for Administration, 1305 East Walnut Street, Des Moines, Iowa 50319-0114. The envelope shall be marked "IIAGP application."

b. Designated staff in the department of human services shall:

- (1) Determine eligibility and the amount of payment.
- (2) Notify the applicant household of the eligibility decision.
- (3) Authorize payment to an eligible household.
- (4) Process appeals.

58.6(3) For applications with a voucher request:

a. The local administrative entity for the county shall:

- (1) Determine eligibility and the amount of payment.
- (2) Notify the applicant household of the eligibility decision.
- (3) Authorize vouchers to an eligible household to purchase needed goods and services.
- (4) Pay vendors for goods and services purchased with vouchers.
- (5) Submit a claim to the department of human services for reimbursement for voucher purchases.

b. Designated staff in the department of human services shall:

- (1) Process reimbursement to the local administrative entity for claims.
- (2) Process appeals.